



## **WISCAT Union Catalog -- Adding, Deleting, Modifying Holdings**

This functionality is available to libraries having a current WISCAT license and maintaining holdings on *existing* records in the Union Catalog

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When no record for an item is available in the Union Catalog to add your library holding, use the copy cataloging function to copy the appropriate record found in any of the other library catalogs searchable in WISCAT.

See guide entitled, *WISCAT Union Catalog -- Copy Cataloging*

Log into your library's WISCAT as staff

Library: **XXXX**

Username: **XXXX**

Password: [your staff password here]

## ADD A LOCATION

1. Select the **Advanced Search** and in the **Choose Resources** section clear all check marks *except* the WISCAT Union Catalog. Library holdings can only be added to the Union Catalog bibliographic records.

The screenshot shows the WISCAT Advanced Search interface. At the top, there's a navigation bar with 'Staff Dashboard', 'Search History', and 'Blank ILL Request'. A search bar is present with the text 'Enter search for: Title'. A dropdown menu for 'Other Searches' is open, showing 'Advanced Search', 'Browse Search', and 'Reading Level'. A red arrow points to 'Advanced Search'. Below this, the 'Advanced Search' section has three input fields for search terms, each with a dropdown for 'ALL of these words' and a dropdown for the search field (Title, Author, ISBN). There's a 'Sort Order' dropdown set to 'Relevance' and a 'Search' button. Below the search section is the 'Filters' section with expandable categories: Libraries, Year of Publication, Formats, and Audience Level. The 'Choose Resources' section shows a list of libraries with checkboxes. The 'WISCAT Union Catalog' checkbox is checked and highlighted with a red box. Other libraries like 'WISCAT', 'Public Library Catalogs', and 'Academic Library Catalogs' are unchecked.

2. Enter the title or ISBN or other information into the search box(es). You may either use the **Narrow Your Search** (only works with the Union Catalog) before searching or use the facets such as Format after obtaining search results.

Either method may be used to limit a search by specific format, publication date, etc.

Advanced Search - Clear all search terms

because of winn-dixie This EXACT PHRASE in Title AND

Enter a search term ALL of these words in Author AND

Enter a search term ALL of these words in ISBN

Sort Order - Relevance

Search

Filters - Clear all

- Libraries - All Libraries
- Year of Publication - All
- Formats - All
- Audience Level - All

3. Click on the Submit button.

4. Use the facets such as Format, Publisher, etc., in the left navigation pane to narrow the search results if necessary. Look through the search results to find a record correctly matching your library item.

Page 1 of 30 Total Results for: "because of winn-dixie"

Returned 1 of 1 resources

Format

- Audio CD (3)
- Audiocassette (4)
- Books (13)
- Braille (2)
- Computer Files (1)
- DVD (4)
- Large Print (2)
- Sound Recording (7)
- Videocassette (2)
- Visual Materials (9)

Show More

Language

Date

Subject

Author

Title

Publisher

Title	Author	Publisher	Date	Physical Description	ISBN	Original control no.	Owning Libraries: 3 Large Print (1)	Locations :
Because of Winn-Dixie / [text (large print)] / Kate DiCamillo, Thorndike Press, 2005. 144 p. (large print), [8] p. of plates : col. ill. ; 22 cm.	DiCamillo, Kate.	Thorndike Press,	2005.	144 p. (large print), [8] p. of plates : col. ill. ; 22 cm.	0786273666 (pbk.) : ocm58567494		3 owning libraries.	WISCAT Union Catalog
Because of Winn-Dixie / Kate DiCamillo. Candlewick Press, 2010. 185 p. ; 19 cm.	DiCamillo, Kate.	Candlewick Press,	2010.	185 p. ; 19 cm.	9780763650070 ISBN 0763650072	502029769	1 owning library.	WISCAT Union Catalog

5. Click on the catalog name (WISCAT Union Catalog) or the bookjacket art or on View Full Details to access the Full Record Display. Use your judgment in determining if you have the same "bibliographic" entity as an existing record in the Union Catalog.

6. In the full record display, the **Staff Functions** area is to the right side. Select **Add Locations** (see image below).

A Demo Library

Enter search for : Title

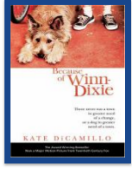
Other Searches

Staff Dashboard Search History Blank ILL Request

Back because of winn-dixie

## Because of Winn-Dixie

Author: DiCamillo, Kate  
Found in: WISCAT Union Catalog  
★★★★☆ 5597 total review(s)



**Details** More About This Title Reviews MARC Display

**Details**

Format: Large Print  
ISBN: 0786273666 (pbk.)  
Author: DiCamillo, Kate.  
Title: Because of Winn-Dixie / (text (large print)) / Kate DiCamillo.  
Other Title: Winn-Dixie  
Publisher: Thorndike Press,  
Date: 2005.  
Description: 144 p. (large print), [8] p. of plates : col. ill. ; 22 cm.  
Notes: Originally published: New York : Candlewick Press, 2000.  
Notes: "Includes 8 pages of photos from the movie!"--P. [4] of cover.  
Notes: Ten-year-old India Opal Buloni describes her first summer in the town of Naom, Florida, and all the good things that happen to her because of her big ugly dog Winn-Dixie.  
Subject: Dogs -- Juvenile fiction.  
Subject: City and town life --Florida --Juvenile fiction.  
Subject: Large type books --Juvenile fiction.  
Subject: Large type books for youth.  
Subject: Florida --Juvenile fiction.

Permanent Link

**Staff Functions**

Request This Item  
Modify Existing Request  
Add to Your List  
Multi-Copy  
Print This Item  
Download Record  
Add to Download Cart  
Add Locations  
Edit Bib Record

**Subject**

Dogs -- Juvenile fiction.  
City and town life -- Florida -- Juvenile fiction.  
Large type books -- Juvenile fiction.  
Large type books for youth.  
Florida -- Juvenile fiction.

Institution	ILL Lender?	Check Shelf Status	Region	Call #	Copy Info	Note Volume- Year	Note Source Barcode
Chetek-Weyerhaeuser Middle/High School IMC (WP17)	[ILL Lender]		IN	F DIC			
Chetek-Weyerhaeuser Roselawn Elementary IMC (WQ26)	[ILL Lender]		IN	LLR Bec			
Wisconsin Center for the Blind & Visually Impaired Library (WT12)	[ILL Lender]		AR	LT J F Dic			

**More About This Title**

Summary

Three years ago, Kerasburg became the first and only author to win the Newbery Medal and a Astrid Lindgren Award. She has since won these honors twice.

6a. If the **Add Location** pop-up window appears, your library name should automatically display in the "Select a library to add holding Location" field; then click on *Select Library*.

**Add Location**

Title: Because of Winn-Dixie  
Author: DiCamillo, Kate  
Publisher: Thorndike Press,  
Date: 2005.  
Format: lpt

Select a library to add holding Location

A Demo Library - AAAA

Select Library Close

6b. Enter the **Call Number** into the textbox and scroll down to click on **Add**

Add Location

Title:Because of Winn-Dixie

Author:DiCamillo, Kate

Publisher:Thorndike Press,

Date:2005.

Format:lpt

Sr RegionSG

Sl Library IDAAAA

Sa Call NumberF DiC

Sp Barcode

Sv Volumes

Sy Years

Sn Notes

Add

Close

6c. On the next screen is the option to *Add Another Holding*; otherwise, click **Submit**.

Add Location

Title:Because of Winn-Dixie

Author:DiCamillo, Kate

Publisher:Thorndike Press,

Date:2005.

Format:lpt

Add Another Holding for This Location

If you are finished adding locations, click Submit to save the record to the database

Submit

Close

## 7. Refresh the screen to see the holdings display on the bibliographic record.

**Because of Winn-Dixie**  
 Author: DiCamillo, Kate  
 Found in: WISCAT Union Catalog  
 ★★★★★ 5602 total review(s)

**Details** | More About This Title | Reviews | MARC Display

**Details**

Format : Large Print  
 ISBN : 0786273666 (pbk.)  
 Author : DiCamillo, Kate.  
 Title : Because of Winn-Dixie / [text (large print)] / Kate DiCamillo.  
 Other Title : Winn-Dixie  
 Publisher : Thorndike Press,  
 Date : 2005.  
 Description : 144 p. (large print), [8] p. of plates : col. ill. ; 22 cm.  
 Notes : Originally published: New York : Candlewick Press, 2000.  
 Notes : "Includes 8 pages of photos from the movie!";--P. [4] of cover.  
 Notes : Ten-year-old India Opal Buloni describes her first summer in the town of Naomi, Florida, and all the good things that happen to her because of her big ugly dog Winn-Dixie.  
 Subject : Dogs --Juvenile fiction.  
 Subject : City and town life --Florida --Juvenile fiction.  
 Subject : Large type books --Juvenile fiction.  
 Subject : Large type books for youth.  
 Subject : Florida --Juvenile fiction.

Institution	ILL Lender?	Check Shelf Status	Region	Call #	Copy Info	Note	Volume- Year	Note	Source	Barcode
<a href="#">A Demo Library (AAAA)</a>			SG	F	DIC					
<a href="#">Chetek-Weyerhaeuser Middle/High School IMC (WP17)</a>	[ILL Lender]		IN	F	DIC					
<a href="#">Chetek-Weyerhaeuser Roselawn Elementary IMC (WQ66)</a>	[ILL Lender]		IN	LLR	Bec					
<a href="#">Janesville - Wisconsin Ctr for Blind &amp; Visually Impaired Library (WT12)</a>	[ILL Lender]		AR	LT J	F Dic					
<a href="#">Resources for Libraries &amp; Lifelong Learning (GZRA)</a>	[ILL Lender]		SG	F	DIC					

**Staff Functions**

- Request This Item
- Modify Existing Request
- Add to Your List
- Multi-Copy
- Print This Item
- Email This Item
- Download Record
- Add to Download Cart
- Add Locations**
- Edit Locations
- Delete Locations

**Subject**

Dogs -- Juvenile fiction.  
 City and town life -- Florida -- Juvenile fiction.  
 Large type books -- Juvenile fiction.  
 Large type books for youth.  
 Florida -- Juvenile fiction.

When your library holding is on a WISCAT Union Catalog record there are additional **Staff Functions** available to **Edit or Delete Locations**.

### EDIT A LOCATION

To modify an existing location Call Number, etc., access the Full Record Display and click **Edit Locations**; make the desired change, then click **Update Holding**.

Edit Location

Title: Because of Winn-Dixie

Author: DiCamillo, Kate

Publisher: Thorndike Press,

Date: 2005.

Format: lpt

\$ r Region SG

\$ l Library ID AAAA

\$ a Call Number DiCamillo

\$ p

\$ v

\$ y

\$ n

Update Holding

Edit Location

Title: Because of Winn-Dixie

Author: DiCamillo, Kate

Publisher: Thorndike Press,

Date: 2005.

Format: lpt

If you are finished editing holdings for this location, click Submit to update the holding in the database.

Submit

Close

Confirm the change by clicking **Submit**

**DELETE A LOCATION**

To remove an existing location from the Union Catalog record, open to the Full Record Display; in the **Staff Functions** select **Delete Locations**. In the window that displays, click **Confirm Delete Location**.

Note: If your library has more than one holding on the record, select the location or locations to be removed, click Confirm Delete Location.

Delete Location

Title:Because of Winn-Dixie

Author:DiCamillo, Kate

Publisher:Thorndike Press,

Date:2005.

Format:lpt

The following location will be deleted

Lib Code	Call Number	Holding Content
AAAA	F DiC	Sr SG \$I AAAA Sa F DiC \$p \$v \$y \$n

Confirm Delete Location

Close

Then click **Submit**

Delete Location

Title:Because of Winn-Dixie

Author:DiCamillo, Kate

Publisher:Thorndike Press,

Date:2005.

Format:lpt

If you are finished deleting holdings for this location, click Submit to delete holding from this record.

Submit

Close

**LOCATION GROUP** and **SCOPING LEVEL** can be created to make it easier to identify Union Catalog records that have your library holdings on them.

**Location Group** will automatically bring your library holding information to the top within a full record display

The screenshot shows a library catalog record for the book "Because of Winn-Dixie" by Kate DiCamillo. The record includes a book cover, author information, and a detailed description. A table of holdings is displayed, with a red arrow pointing to the "AAAA Library" entry. The table columns include Institution, ILL Lender?, Check Shelf Status, Region, Call #, Copy Info, Note, Volume, Year, and Source Barcode.

Institution	ILL Lender?	Check Shelf Status	Region	Call #	Copy Info	Note	Volume	Year	Source Barcode
AAAA Library									
A Demo Library (AAAA)	[ILL Lender]		SG	F DIC					
Others									
Chetek-Weyerhaeuser Middle/High School IMC (WP12)	[ILL Lender]		IN	F DIC					
Chetek-Weyerhaeuser Roseclawn Elementary IMC (WG06)	[ILL Lender]		IN	LLR Dec					
Wisconsin Center for the Blind & Visually Impaired Library (WT12)	[ILL Lender]		AR	LT J F Dic					

**Scoping Level** is used to limit a search to your library holdings on records in the WISCAT Union Catalog

The screenshot shows the Advanced Search interface. A red arrow points to the "Libraries" filter dropdown, which is currently set to "All Libraries". The interface includes search fields for Title, Author, and ISBN, and a "Search" button. The "Filters" section is expanded, showing options for Libraries, Year of Publication, Formats, and Audience Level.



## CREATE SCOPING LEVELS AND LOCATION GROUPS

Logged in as Staff in the **Staff Dashboard** go to the **Pac Admin** menu; select **Define/Maintain Location Groups**.

The screenshot shows the Staff Dashboard interface. At the top, there's a navigation bar with 'A Demo Library', a search bar, and user information. Below this is a 'Staff Dashboard' header with a search bar. The main content area is divided into several panels: 'Quick Menu', 'Pac Admin', 'UX Admin', 'ILL Admin', 'User Admin', 'Statistics', and 'Cat Admin'. The 'Pac Admin' panel is expanded, showing a list of options. A red arrow points to 'Define/Maintain Location Groups' in this list.

Name the Location Group and click Submit. A **Configure** button will then display BUT **do not use it**; close the screen and return to the Staff Dashboard.

Up to 9 groups may be created. However, an individual library can only be assigned to one Location Group.

The screenshot shows the 'Pac Admin > Define/Maintain Location Groups' screen. The title is 'DEFINE LOCATION GROUPS'. Below the title, there's a table with columns for 'Database Name', 'WISCAT UNION CATALOG', and 'Labels for Location Groups'. The first row is labeled 'Group 1:' and has a value 'My Library' in the 'Labels for Location Groups' column. A red arrow points to this value. There are buttons for 'Submit', 'Reset', and 'Help' at the top right.

Return to the **Staff Dashboard** and the **Pac Admin** menu; this time select **Define/Maintain Scoping Levels**

**Staff Dashboard**

Search Staff Dashboard...

**Quick Menu**

- ILL Admin > Request Manager (Ctrl+1)
- ILL Admin > Borrower > Title Browse (Ctrl+2)
- ILL Admin > Lender > Title Browse (Ctrl+3)
- ILL Admin > Borrower > Request Number Search (Ctrl+4)
- ILL Admin > Lender > Request Number Search (Ctrl+5)

**Pac Admin**

- Modify My Library Profile
- Record Display Hotlinks
- Buy, Borrow, Suggest
- Reader Reviews
- Manage Reviews
- Mediate Reviews
- Reviews Summary
- RSS Feeds
- Lists
- Record Display Profiles
- Define Resource Headings
- Search Resources
- Define/Maintain Scoping Levels
- Define/Maintain Location Groups
- Select Library Search Indexes
- Z3950 Transaction Error Logs
- Configure Enhanced Record Display
- Manage Search Settings
- User Guides

**UX Admin**

**System Settings**

- Login Options
- Search Options
- Results Options
- Full Record Options
- Header/Footer Options
- Web Links Options
- UX Color Options
- Staff Tab Options

**Page Customization**

- Widget Manager
- Page Manager
- User Guides

**ILL Admin**

**Request Manager**

**Borrower**

- Title Browse
- Request Number Search
- Statistics
- Record Counts
- Days to Receive Report
- Patron Browse

**Lender**

- Title Browse
- Request Number Search
- Statistics
- Record Counts
- Days to Supply Report
- Maintain Participant Record
- Blank Request Form
- Maintain Shipping Labels
- Maintain Bookstraps
- Configure Pick List
- Configure Loan Form
- Configure Copy Form
- Search Library Information
- ILL Request Limits
- User Guides

**User Admin**

- Add a User
- Maintain RPA Error Codes
- Delete Obsolete Records
- Edit User Accounts
- Global User Permissions
- Define Valid IP Ranges
- User Registration Duplicate Checking
- User Reports
- Reader Reviews Summary
- Patron Categories
- Patron Groups
- Default User Password
- User Guides

**Documentation**

- Training Videos
- User Guides
- Bulletins
- Utilities and Downloads

**Statistics**

**ILL Statistics**

- Reports And Download
- CONTU Copyright Tracking Reports
- Database Statistics
- Database Field Stats
- Statistics Report
- Graphical Statistics Report
- User Guides

**Cat Admin**

- View Download Cart
- Download AGCat Utility
- Create New CAT Record
- User Guides

Name the scoping level and click Submit.

**Pac Admin > Define/Maintain Scoping Levels**

DEFINE SCOPING LEVELS

Database Name: WISCAT UNION CATALOG

Patron Default	Staff Default	Level	Scoping Labels	Display to Patron?
<input type="radio"/>	<input type="radio"/>	Level 1:	AAAA Library	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/>	<input checked="" type="radio"/>		All Libraries	<input checked="" type="radio"/> Yes <input type="radio"/> No

Buttons: Submit, Reset, Help

The screen will refresh to display a Configure button for the new Scoping level; click on **Configure**

**Pac Admin > Define/Maintain Scoping Levels**

DEFINE SCOPING LEVELS

Database Name: WISCAT UNION CATALOG

Patron Default	Staff Default	Level	Scoping Labels	Display to Patron?	Configure	Delete
<input type="radio"/>	<input type="radio"/>	Level 1:	AAAA Library	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Configure"/>	<input type="button" value="Delete"/>
<input checked="" type="radio"/>	<input checked="" type="radio"/>	Level 2:				
<input checked="" type="radio"/>	<input checked="" type="radio"/>		All Libraries	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Buttons: Submit, Reset, Help

Click on Configure to display the following screen; use the View dropdown menu and select the **Selected Libraries** option and click Submit.

Pac Admin > Define/Maintain Scoping Levels

VIEW SCOPING

Scoping: AAAA Library View: All Libraries

Submit Reset Help

Copy Scoping Print

AAAA Library	Location Group	Code	Region	Library Name Click on Name to set scoping
<input type="checkbox"/>	None	TST3		<a href="#">Testing Library 3 (OCLC as Borrower)</a>
<input type="checkbox"/>	None	WL69	AR	<a href="#">Arrowhead Library System Clearinghouse</a>
<input type="checkbox"/>	None	XC41	AR	<a href="#">Arrowhead Library System Professional Collection CLOSED</a>
<input type="checkbox"/>	None	WM03	AR	<a href="#">Beloit Aldrich Middle School Library</a>
<input type="checkbox"/>	None	WN22	AR	<a href="#">Beloit Burdick Elementary School Library CLOSED</a>
<input type="checkbox"/>	None	16AA	AR	<a href="#">Beloit College Library</a>
<input type="checkbox"/>	None	WN23	AR	<a href="#">Beloit Converse Elementary School Library</a>
<input type="checkbox"/>	None	WM05	AR	<a href="#">Beloit Cunningham Elementary School Library</a>
<input type="checkbox"/>	None	XC81	AR	<a href="#">Beloit Fruzen Intermediate School</a>
<input type="checkbox"/>	None	WN27	AR	<a href="#">Beloit Gaston Elementary School Library</a>
<input type="checkbox"/>	None	WN21	AR	<a href="#">Beloit Hackett Elementary School Library</a>

In the **Library Name** textbox enter a word or two from the WISCAT name of the library, click Submit

Pac Admin > Define/Maintain Scoping Levels

VIEW SCOPING FILTER

Scoping: AAAA Library View: My Library

Submit Reset Help

Please select the member libraries to be included in this scoping definition session. Select Libraries Where

Region = AR BK BR CL

Library Name = demo

Any libraries including the word(s) entered will display as shown below. Click a check mark in the small box associated with the library to be included in the Scoping Level; then use the dropdown menu to select the Location Group (*My Library* in this example).

Unlike the Location Group, a library may be assigned to more than one Scoping Level.

Pac Admin > Define/Maintain Scoping Levels

VIEW SCOPING

Scoping: AAAA Library View: Scoped Libraries

Submit Reset Help

Copy Scoping Print

AAAA Library	Location Group	Code	Region	Library Name Click on Name to set scoping
<input checked="" type="checkbox"/>	None	XC71	SC	<a href="#">UW-Madison Ctr for Demography &amp; Ecology Library</a>
<input type="checkbox"/>	None	AAAA	SG	<a href="#">A Demo Library</a>